

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the State. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time Program Manager (Trade) position. This is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [click here](#). The annual salary for this position is up to \$65,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

Review of applications will begin immediately. **The deadline to apply is August 14, 2023.**

Apply Online

POSITION:	Program Manager (Trade)
DIVISION:	Business Development
JOB LOCATION:	Oklahoma City
SALARY:	\$60,000 - \$65,000
JOB NUMBER:	J-790B

Position Summary:

The Business Development Division at the Oklahoma Department of Commerce targets and recruits businesses to locate in the state as well as assists our current companies with expansion. The division works collaboratively on an outside sales program to increase new domestic and international investment in the state of Oklahoma. Candidates will conduct sales and marketing activities on behalf of the site location consultants, companies, and other decision-makers outside the state. The qualified candidate must possess enthusiasm, flexibility, and be willing to assume complex, challenging assignments. The incumbent must be highly self-motivated, accountable, detail, and goal-oriented in a deadline-driven environment.

The Trade Manager is responsible for the implementation of the trade development strategy for the Oklahoma Department of Commerce. The Manager is to assist Oklahoma companies in expanding and growing thru international trade by promoting Oklahoma-made products in foreign markets. The incumbent will work predominantly with small and medium size companies and provide an array of services that include: global trade education and awareness, international business counseling, market research, market entry strategy, trade resource referrals, technical trade assistance, business partner matchmaking, trade events, and international marketing support. The incumbent will also be responsible for educating companies and economic developers on the benefits of international trade and how it serves as an economic development tool. Will be required to identify, create and implement global forums and workshops that will educate existing Oklahoma companies on how to market their product overseas.



Responsibilities:

- In cooperation with Team Director, implement trade development programs, set goals and monitor performance of international trade offices
- Review international business and trade trends in order to formulate marketing programs designed to expand trade opportunities for Oklahoma businesses
- Create and develop partnerships with trade organizations that will enhance existing programs and services for Oklahoma companies
- Assist Oklahoma companies in developing an international marketing plan and market entry strategy
- Meet with senior executives of client companies and help conduct negotiations involving issues critical to trade development decisions
- Assist Oklahoma companies with international business matchmaking
- Plan and implement international business seminars and workshops
- Plan and attend trade missions, shows, delegations, and event assistance (both inbound and outbound)
- Foreign market research and company due diligence
- Other duties as assigned

Knowledge, Skills & Abilities:

- The ideal candidate will be a proactive, ambitious, self-starter with a positive attitude and the ability to multi-task in a deadline-driven environment. In addition, candidates must be adaptable to same-day turnarounds and rapidly changing priorities with minimum supervision.
- Must have excellent high-level skills in project management.
- Candidates should possess knowledge of sales techniques; best business practices; community and regional economic development programs and practices; and state and federal government agencies involved in economic development or recruiting.
- General knowledge and skill in Microsoft applications and databases are required.
- Skills and experience in business etiquette, organizing information, writing reports, and presenting material are also required.
- Ability to perform effectively in diverse environments in a professional manner.

Education & Experience:

A bachelor's degree and minimum of five years of professional level experience at either the national or international levels in government or private sector, in one or more of the following fields: international trade development, economic development, international relations, domestic or international business-to-business marketing and/or sales, international commerce.

Experience in industrial sales, managerial experience in an industrial or corporate setting is preferred. Or an equivalent combination of experience and education.

Special Requirement:

Schedules may include after-office hour events to promote the state as well as travel, both in and out of state, is required, which may be physically taxing.

Teleworking is an option, but the successful candidate must be willing to work in the Oklahoma City office at least 3 days per week.

AA/EEO

